

EVALUATION OF EMPLOYEE SUGGESTION (Submit in duplicate)

SUGGESTION NO.

68-184

TO: Executive Secretary
Suggestion Awards Committee

FROM:
DDP/RMO

INSTRUCTIONS

IN ORDER TO GUIDE THE SUGGESTION AWARDS COMMITTEE IN MAKING FINAL DETERMINATION, YOUR EXPLICIT COMMENTS ARE NECESSARY. "ACTION RECOMMENDED" SHOULD BE COMPLETED. IF TANGIBLE BENEFITS ARE INVOLVED, AN ANALYSIS OF THE ANTICIPATED FIRST YEAR'S SAVINGS SHOULD BE SHOWN. IF TANGIBLE BENEFITS ARE DERIVED, PLEASE INDICATE THE EXTENT OF BENEFIT AND DEGREE OF APPLICATION AS DEFINED IN THE GUIDE ON THE REVERSE SIDE.

ACTION RECOMMENDED

ADOPT FOR USE (Date adopted or to be adopted)

FURTHER STUDY REQUIRED (Expected date of completion)

ALREADY IN EFFECT BUT THIS SUGGESTION MAKES ADDED CONTRIBUTION

REFER SUGGESTION TO (Component)

DISAPPROVED FOR ADOPTION

ACTION TAKEN AS A DIRECT RESULT OF THIS SUGGESTION (Specify below)

ALREADY IN EFFECT AND NO PART OF THIS SUGGESTION MAKES ADDED CONTRIBUTION

OTHER (Specify below)

ALTHOUGH NOT ADOPTED, STIMULATES AN IMPROVEMENT (Specify below)

X

REASON FOR RECOMMENDATION

This suggestion, as we understand it, refers primarily to the symbols and numbers assigned in the Office of the DDP, other Directorates, SSA/DDS, and the Executive Registry for control purposes. As such it should probably be judged by an Agency official for Agency-wide application.

Most components of the Clandestine Services assign their own office symbol and number to correspondence which they originate for Headquarters action. The DDP/RMO plans to standardize this procedure within the CS when a uniform filing system for managerial and historical paper is established.

The procedure in the Office of the DDP was established some years ago by a member of the DDP/RMO Staff in consultation with that office. A current review of the procedure indicates that it effectively serves the needs of the office and, further, that for the intended purposes it is more efficient than the suggested procedure. We do not think that there would be a reduction in the number of abstract slips prepared and filed if the suggestion were approved nor can we find evidence of confusion concerning the present numbering system.

While we can find nothing really wrong with the control system used in the Office of the DDP, we do agree that there should be a uniform system within the CS for assigning control symbols and numbers. We, therefore, recommend that the suggester be commended for his interest in improving and standardizing records procedures.

DATE

SIGNATURE OF EVALUATION OFFICIAL (Type name and title)

8 May 1968

DDP/RMO

STATINTL

~~SECRET~~

23 April 1968

STATINTL

As I said, there is nothing new in Suggestion #68-184. Further, I do not agree with his concept that, with the limited proposal and information he has submitted, that the Agency could legislate a correspondence control system into acceptance and use by a Regulation or Notice. Considerable coordination and development with every Directorate and several special offices would be required to evolve a compatible and acceptable office procedure and Numbering System. I believe the special reference needs of offices differ so much that the coordination effort would outweigh any imagined benefit.

If the suggestor has some special knowledge or experience that convinces him his idea is Agency workable, and its development and implementation is within the capacity and time available to Agency managers, then invite him to elaborate the proposal. Have him specify a few details as to the type of control number he visualizes, and to outline his implementation plan and his legislation concept.

I still feel his idea is not practical and cannot be adopted from the limited information in Suggestion #68-184. I hope he can prove me wrong because we are trying to lessen the work of correspondence controls and we will continue in this attempt. His help is welcome, if useable.

STATINTL

Chief

Records Administration Branch

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☐ SECRET

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SUGGESTION EVALUATION REPORT

TO: Executive Secretary
Suggestion Awards Committee

SUGGESTION NO.

68-184

SUSPENSE DATE

INSTRUCTIONS: Please complete this form in detail to guide the Suggestion Awards Committee in making a final determination of the merits of this suggestion. Retain third copy.

1. ACTION RECOMMENDED ☐ ADOPT ☒ DECLINE ☐ OTHER (Specify):

2. REASONS FOR RECOMMENDATION (If more space is needed, use plain paper)

Executive Registry sees no advantage to this proposal. No matter what number is on a document, Executive Registry will continue to log and file abstracts under the control number, to, from and subject.

Executive Registry does not cross-reference control numbers assigned in other offices.

3. TANGIBLE FIRST-YEAR SAVINGS (Man-hours, material, equipment, etc.)

4. INTANGIBLE BENEFITS (See guide on reverse side of third copy)

5. WHAT OTHER OFFICES, DIVISIONS, ETC. MIGHT ALSO USE THIS IDEA?

DATE

SIGNATURE OF EVALUATOR (Type name and title)

FORM 244b USE PREVIOUS EDITIONS

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(43)

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TO: Executive Secretary
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FROM: Chief, Records Administration Branch
INSTRUCTIONS

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ACTION RECOMMENDED

<input type="checkbox"/>	ADOPT FOR USE <i>(Date adopted or to be adopted)</i>	<input type="checkbox"/>	FURTHER STUDY REQUIRED <i>(Expected date of completion)</i>
<input type="checkbox"/>	ALREADY IN EFFECT BUT THIS SUGGESTION MAKES ADDED CONTRIBUTION	<input type="checkbox"/>	REFER SUGGESTION TO <i>(Component)</i>
<input checked="" type="checkbox"/>	DISAPPROVED FOR ADOPTION	<input type="checkbox"/>	ACTION TAKEN AS A DIRECT RESULT OF THIS SUGGESTION <i>(Specify below)</i>
<input type="checkbox"/>	ALREADY IN EFFECT AND NO PART OF THIS SUGGESTION MAKES ADDED CONTRIBUTION	<input type="checkbox"/>	OTHER <i>(Specify below)</i>
<input type="checkbox"/>	ALTHOUGH NOT ADOPTED, STIMULATES AN IMPROVEMENT <i>(Specify below)</i>		

REASON FOR RECOMMENDATION

During the last several weeks this office has had several different analysts study the proposals in Suggestion 68-184 and we do not find in this suggestion any new procedures, information, or ideas that can be used as proposed to efficiently and effectively solve the problem of Correspondence control. It is recommended that suggestion 68-184 be disapproved for adoption.

DATE

11 April 1968

Chief, Records Administration Branch

STATINTL

GUIDE FOR DETERMINING AWARDS FOR EMPLOYEE SUGGESTIONS WITH INTANGIBLE BENEFITS

INTANGIBLES MAY ALSO BE CONSIDERED WHEN TANGIBLE SAVINGS ARE PRESENT. BECAUSE OF THE NATURE OF INTANGIBLE BENEFITS, NO GUIDE CAN BE SO CONCLUSIVE AS TO MAKE THE DETERMINATION OF APPROPRIATE AWARDS AN AUTOMATIC AND SIMPLE PROCESS. YOUR RECOMMENDATION MUST STILL BE ARRIVED AT BY THE APPLICATION OF YOUR INFORMED JUDGEMENT, WHICH SHOULD CONSIDER ALL INFLUENCING FACTORS, SUCH AS THE EXTENT AND SCOPE OF APPLICATION, SIGNIFICANCE OF THE CONTRIBUTION AND IMPORTANCE OF THE PROGRAMS AFFECTED.

DEGREE OF BENEFIT	EXTENT OF APPLICATION				
	LIMITED	LOCAL	EXTENDED	BROAD	GENERAL
SLIGHT	\$ 15-25**	\$ 25-50	\$ 50-75	\$ 75-150	\$ 150-250
MODERATE	50-100	100-150	150-200	200-300	300-400
HIGH	150-250	250-350	350-450	450-600	600-750
EXCEPTIONAL	300-500	500-700	700-1000	1000-1500	1500-25000

DEGREE OF BENEFIT	
SLIGHT	MINOR MODIFICATION OF AN OPERATING PRINCIPLE OR PROCEDURE, LIMITED POTENTIAL VALUE.
MODERATE	CONSIDERABLE MODIFICATION OF AN OPERATING PRINCIPLE OR PROCEDURE, HIGHER POTENTIAL VALUE.
HIGH	COMPLETE REVISION OF A BASIC PRINCIPLE OR PROCEDURE, VERY HIGH POTENTIAL VALUE.
EXCEPTIONAL	INITIATION OF A NEW PRINCIPLE OR MAJOR PROCEDURE, SUCH A CONTRIBUTION WHICH SUBSTANTIALLY ADVANCES AN IMPORTANT ACTIVITY OF THE AGENCY OR MAKES A SIGNIFICANT CONTRIBUTION TO SCIENTIFIC KNOWLEDGE.

EXTENT OF APPLICATION	
LIMITED	AFFECTS THE IMMEDIATE WORK AREA OR IMMEDIATE ASSOCIATES. (1 to 25 employees.)
LOCAL	AFFECTS MORE THAN THE IMMEDIATE WORK AREA OR ASSOCIATES BUT IS WITHIN AN INSTALLATION, A FACILITY, A TECHNICAL OFFICE, A BRANCH, A DIVISION OR IS IN THE PUBLIC INTEREST ONLY IN THE LOCALITY. (26 to 1000 employees.)
EXTENDED	APPLICABLE TO SEVERAL INSTALLATIONS OR FACILITIES, OR IS IN THE PUBLIC INTEREST IN SEVERAL LOCALITIES OR IS WITHIN A MAJOR ORGANIZATIONAL ELEMENT SUCH AS A DEPUTY DIRECTOR'S COMPONENT. (1000 to 4000 employees.)
BROAD	APPLICABLE TO MANY INSTALLATIONS OR FACILITIES, TO TWO OR MORE DEPUTY DIRECTOR'S COMPONENTS, IS OF AGENCY-WIDE APPLICATION, OR IS IN THE PUBLIC INTEREST IN SEVERAL AREAS. (4000 or more employees.)
GENERAL	APPLICABLE THROUGHOUT SEVERAL LARGE AGENCIES OR A LARGE DEPARTMENT, OR IS IN THE PUBLIC INTEREST THROUGHOUT THE NATION OR BEYOND.

**THE MINIMUM CASH AWARD OF \$15.00 FOR INTANGIBLE BENEFITS WILL NOT BE GRANTED UNLESS THE CONTRIBUTION COMPARES FAVORABLY WITH IDEAS WHICH PRODUCE AT LEAST \$50.00 WORTH OF MEASURABLE BENEFITS.

APPROPRIATE NONFINANCIAL RECOGNITION IS AVAILABLE FOR SUGGESTIONS WHICH DO NOT MEET THE STANDARDS FOR CASH AWARDS.

SUPERVISORS ARE THE KEY TO THE SUCCESS OF THE SUGGESTION PROGRAM. WE NEED YOUR WHOLEHEARTED COOPERATION IN GIVING SUGGESTIONS A PROMPT, COMPLETE AND FAIR-MINDED EVALUATION. GOOD EVALUATIONS MEAN MORE AND BETTER SUGGESTIONS, WHICH IN TURN MEAN MORE SAVINGS -- IN MONEY, IN TIME, IN INCREASED EFFICIENCY OF OPERATION.

TITLE OR SUBJECT OF SUGGESTION Assignment of Control Symbol and Number	CLASSIFICATION SECRET	SUGGESTION NO. 68-184
<p>PRESENT METHOD The originating office of a Headquarters regular memorandum normally assigns its office control symbol and number to the memorandum, and then some of the recipient offices of this memorandum will assign their own office control symbol and number to the memorandum. As a result, such memorandum will bear more than one control symbol and number.</p>		
<p>SUGGEST (1) That only one control symbol and number be assigned to each Headquarters originated regular memorandum; (2) that the control symbol and number to be assigned to each Headquarters originated regular memorandum should be that of the Office of the typed signature line; (3) that the appropriate control symbol and number be assigned to each Headquarters originated regular memorandum at the time memorandum is prepared; (4) that a Headquarters Regulation be published for the purpose of instructing personnel in the preparation and assignment of a control symbol and number to each Headquarters originated regular memorandum.</p>		
<p>ADVANTAGES This suggestion will (1) reduce the number of control symbols and numbers now assigned to each Headquarters originated regular memorandum to a single control symbol and number; (2) eliminate confusion presently experienced in determining correct control symbol and number to be used as source reference; (3) eliminate the need for preparing cross-reference abstract slips for each control symbol and number currently assigned to each Headquarters originated regular memorandum; and (4) reduce the amount of time, paper and space now required for preparing and filing cross-reference abstract control slips.</p>		

FORM 244

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(47)

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